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27 November 1968

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MEMORANDUM FOR:

SUBJECT   :   DDS Memo on Review of Office Operations.

1. The attached memorandum clearly specifies Mr. Bannerman's request for a detailed and systematic review of our Office Functions, Procedures, Practices, and Files. He was impressed with the clarifications gained by a job-by-job review. He requests that we complete such a review in the immediate future.

2. I will meet with all of the Headquarters Staff as well as with all of the Records Center Staff and then with individuals to discuss and itemize the various duties, responsibilities, and functions each is currently expected to accomplish. We will endeavor to clarify or establish understanding as to procedures, functions, and files to be maintained or discontinued in line with the intent of the attached memo from the DDS. Further the cooperation and assistance of each of you which he mentions in paragraph 2c, will be an important part of this project as it has been in all our major undertakings.

3. In order to quickly complete our meetings and discussions, I will appreciate if each of you will prepare (between now and 4 December) a listing of your areas of responsibilities as you understand them to be, the major tasks you perform regularly or periodically, and the tools, files, and talents required to accomplish these functions. Finally I am especially anxious to have you review your experience and knowledge of our Records Program and operations and include in your list suggestions and opinions as to what you feel we should be doing that is not being done at present or activities you feel could be discontinued, reallocated, or consolidated. Naturally your reasons for these proposals will help.

4. We shall endeavor to complete this exercise before the end of December. I will be in touch with you on this beginning 4 December.

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Chief, Records Administration Branch

Enclosure:

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